

## Instruction Sheet for UCR Carrier Registration

The application form is not required if you register online at [www.ucr.in.gov](http://www.ucr.in.gov)

### What is my base state for UCR?

1. If your principal place of business as completed in Section 1 of the form is AL, AR, CO, CT, GA, IA, ID, IL, IN, KS, KY, LA, MA, ME, MI, MS, MT, ND, NE, NH, NM, NY, OH, OK, RI, SC, SD, TN, TX, UT, VA, WA, WI or WV, you must use that state as your base state. If your principal place of business is not in one of these states, go to (2).
2. If your principal place of business is not one of the states listed in (1) above but you have an office or operating facility located in one of the states listed in (1) above, you must use that state as your base state.
3. If you cannot select a base state using (1) or (2) above, you must select your base state from (1) above that is nearest to the location of your principal place of business; or
4. Select your base state as follows:
  - a. If your principal place of business is in DC, DE, MD, NJ, PA, VT, the Canadian Province of ON, NB, NL, NS, PE or QC, you may select one of the following states: CT, MA, ME, NH, NY, RI, VA or WV.
  - b. If your principal place of business is in FL, NC or a state of Mexico, you may select one of the following states: AL, AR, GA, KY, LA, MS, OK, SC, TN or TX.
  - c. If your principal place of business is in MO, MN, the Canadian Province of ON or MB, you may select one of the following states: IA, IL, IN, KS, MI, NE, OH or WI.
  - d. If your principal place of business is in AK, AZ, CA, NV, OR, WY, the Canadian Province of AB, MB, SK, BC or a state of Mexico, you may select one of the following states: CO, ID, MT, ND, NM, SD, UT or WA.

### Change of Base State

If you selected your base state using 4. (c) or (d) above and your principal place of business moves to a qualified state in (1) or (2) above, you may at the next registration year change your base state to a state listed in (1) or (2).

### Section 1 – General Information

Enter all identifying information for your company. The owner and DBA name should be identical to what is on file for your USDOT number (See <http://safer.fmcsa.dot.gov/CompanySnapshot.aspx>). Enter the principal place of business address that serves as your headquarters and where your operational records are maintained or can be made available.

### Section 2 – Classifications/Definitions

- “Motor carrier” means a person providing motor vehicle transportation for compensation.
- “Motor private carrier” means a person who provides interstate transportation of property or passengers in order to support its primary line of business.
- “Broker” means a person, other than a motor carrier, who sells or arranges for transportation by a motor carrier for compensation.
- “Freight forwarder” means a person that arranges for truck transportation of cargo belonging to others, utilizing for-hire carriers to provide the actual truck transportation, and also performs or provides for assembling, consolidating, break-bulk and distribution of shipments and assumes responsibility for transportation from place of receipt to destination.
- “Leasing company” means a person or company engaged in the business of leasing or renting for compensation motor vehicles they own without drivers to a motor carrier, motor private carrier, or freight forwarder.

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### **Section 3 – Fees Due (Brokers, Freight Forwarders and Leasing Companies)**

Brokers, freight forwarders and leasing companies pay the lowest fee tier. If your company is also a motor carrier (whether private or for-hire) you will skip this section of the application.

### **Section 4 – Number of Motor Vehicles (Motor Carrier and Motor Private Carrier)**

1. Check the appropriate box indicating where you obtained the vehicle count for the numbers you entered into the table in this section.
2. In the table, enter the number of Commercial Motor Vehicles you reported on your last MCS-150 form or the total number of commercial motor vehicles owned and operated for the 12-month period ending June 30 of the year immediately prior to the year for which the UCR registration is made. This table includes owned and leased vehicles (term of lease for more than 30 days). Any vehicle designed to transport more than 8 passengers including the driver and 10 or less passengers including the driver is not defined as a commercial motor vehicle for purpose of payment of fees under this program. None of these vehicles should be counted in column D of the table.

Option 1 – You may subtract the number of property carrying vehicle used solely in intrastate commerce that you included in Section 4, Columns A or B. You may not enter on this line the number of passenger carrying vehicles included in Column C that were used solely in intrastate commerce.

Option 2 – You may add the number of owned commercial motor vehicles (straight trucks, tractors, trailers, motor coaches, school buses, mini-buses, vans or limousines) that were used only in intrastate commerce if they were not included in Columns A, B or C above. You may also include on this line the number of other self propelled vehicles (not trailers) used in interstate or intrastate commerce to transport passengers or property for compensation that are not defined as a commercial motor vehicle that have a gross vehicle weight rating or gross vehicle weight of 10,000 lbs or less or a passenger capacity of 10 or less, including the driver.

**“Commercial Motor Vehicle”** (as defined under 49 USC Section 31101) means a self-propelled or towed vehicle used on the highways in commerce principally to transport passengers or cargo, if the vehicle: (1) Has a gross vehicle weight rating or gross vehicle weight of at least 10,001 pounds, whichever is greater; (2) Is designed to transport more than 10 passengers including the driver; or (3) Is used in transporting material found by the Secretary of Transportation to be hazardous under section 5103 of this title and transported in a quantity requiring placarding under regulations prescribed by the Secretary under section 5103.”

**Line 3, Total Number of Vehicles.** Add the number of vehicles shown in Column D, subtract any vehicles you reported in Option 1 and add any vehicles you reported under Option 2 and show the total on Line 3. Use this total number of vehicles and go to the fee table in Section 5. Pay the amount due for your total number of vehicles.

### **Section 5 – Fee Table (Motor Carrier and Motor Private Carrier)**

This table is the approved UCR fees you will pay dependent upon the number of vehicles reported in Section 4. This fee may change from year to year. Contact your base state if you do not have the fee table for the correct registration period.

### **Section 6 – Fee Due (Motor Carrier and Motor Private Carrier)**

Enter the amount due for the total number of vehicles calculated in Section 4.

### **Section 7 – Certification**

The owner or an individual who has a power of attorney to sign on behalf of the owner or owners must sign this form. This certification indicates that the information is correct under penalty of perjury.